

DOCUMENTARY REQUIREMENTS FOR MINOR APPLICANT¹

***New passports will be available within 4-6 weeks from the date of completed application and biometric capturing**

A. PRIMARY REQUIREMENTS

1. NEW

- Accomplished application form
- Personal appearance of minor applicant **and** either parent or authorized adult companion
- PSA- issued, Department of Foreign Affairs (DFA)- authenticated Birth Certificate
- Passport or valid Government-issued ID⁵ of either parent
- School ID (if available)
- Fee \$60.00

2. RENEWAL

- Accomplished application form
- Personal appearance of minor applicant **and** either parent or authorized adult companion
- PSA-issued, DFA- authenticated Birth Certificate
- Fee \$60.00

B. SUPPORTING DOCUMENTS

In addition to the primary requirements, the following SUPPORTING DOCUMENTS will be further required in the following cases:

1. In case applicant has No PSA Birth Certificate/Report of Birth yet

- **If born in the Philippines:** Certified True Copy of Local Civil Registrar Birth Certificate authenticated by PSA
- **If born abroad:** Original Report of Birth or first endorsement from Consular Records Division

2. In case applicant is not accompanied by the parent/s during the application process

- Applicant must submit a Special Power of Attorney executed by the parent/s designating the minor's companion to assist in the application process. The Special Power of Attorney must be authenticated by the Philippine Embassy/Consulate if executed abroad
- Passport or valid Government issued ID of authorized adult companion

¹ There is no major distinction between a new application or renewal application for Minors.

3. In case applicant is not traveling with parent/s

- Applicant must submit DSWD clearance and Affidavit of Support and Consent executed by the parent/s. The Affidavit of Support and Consent must be consularized by the Philippine Embassy/Consulate if executed abroad
- Passport or valid Government issued ID of authorized adult companion

4. In case applicant is an illegitimate child in custody of the Mother

- Personal Appearance of minor applicant **and** mother or authorized adult companion
- PSA- issued, Department of Foreign Affairs (DFA)- authenticated Birth Certificate
- Passport or Valid Government issued ID of mother or authorized Adult companion

If applicant is not accompanied by mother during the application process, applicant must submit a Special Power of Attorney executed by the mother designating the minor's companion to assist in the application process. The Special Power of Attorney must be authenticated by the Philippine Embassy/Consulate if executed abroad.

- Passport or Valid Government issued ID⁷ of either parent
- Current Passport of the applicant
- School ID (if available)
- *If applicant is not travelling with Mother, applicant must submit DSWD clearance and Affidavit of Support and Consent executed by the mother. The Affidavit of Support and Consent must be authenticated by the Philippine Embassy/Consulate if executed abroad.*

5. If the applicant is an illegitimate child and mother is deceased / absent and father is unknown

- Personal appearance of minor applicant **and** adult guardian
- PSA-issued, Department of Foreign Affairs (DFA)- authenticated Birth Certificate
- Valid Passport or valid government ID* of adult guardian
- DSWD Clearance
- Affidavit of Guardianship

6. If the minor applicant is undergoing or has undergone the process of domestic adoption

- Personal appearance of minor applicant **and** adoptive parent/s
- PSA-issued, Department of Foreign Affairs (DFA)- authenticated Birth Certificate
- Valid passport or valid government issued ID* of adoptive parent/s
- Court Decree of Adoption

- *If applicant is not accompanied by adoptive parent/s during the application process*, applicant must submit a Special Power of Attorney executed by the adoptive parent/s designating the minor's companion to assist in the application process. The Special Power Attorney must be authenticated by the Philippine Embassy/Consulate if executed abroad.
- *If applicant is not traveling with adoptive parent/s*, applicant must submit DSWD clearance and Affidavit of Support and Consent executed by the adoptive parent/s. The Affidavit of Support and Consent must be authenticated by the Philippine Embassy/Consulate if executed abroad.

7. If the minor applicant is undergoing or has undergone the process of foreign adoption/Inter Country Adoption Board (ICAB) adoption process

- Personal appearance of minor applicant **and** ICAB representative
- PSA-issued, Department of Foreign Affairs (DFA)- authenticated Birth Certificate/PSA Certificate of Foundling
- Endorsement from ICAB
- Certificate of Child Available for Adoption/Deed of Voluntary Commitment
- Placement Authority issued by ICAB

8. If the applicant is a foundling NOT for adoption

- Personal appearance of minor applicant **and** adult guardian
- PSA-issued, Department of Foreign Affairs (DFA) authenticated Certificate of Foundling
- Passport or Valid Government issued ID of adult guardian
- DSWD clearance
- Affidavit of guardianship